

Date: - 16-03-2026

AGENDA :- The agenda of the meeting was to discuss the schedule of semester II internal examinations & semester IV & VI end examinations & semester IV & VI end examinations, review complaints received through PARS and the responses provided, discuss the preparation for academic audit & proper documentation, encourage faculty participation in MOOCs, and plan for the preparation & submission of APIs.

DISCUSSION :- The members discussed the schedule of the upcoming examinations. It was informed that semester VI end examinations will commence from April 10 & the semester IV end examinations will begin from April 20. The semester II internal examinations are scheduled to be conducted on April 28, 29 & 30. The committee also reviewed the complaints received through the PARS system & discussed the appropriate responses & corrective measures to address them. Further, the importance of academic audit was discussed and faculty members are advised to maintain proper documentation of academic and departmental activities. The members also emphasized the need for faculty to enroll in & complete relevant MOOCs to enhance their academic & professional development. In addition, the preparation & timely submission of Academic Performance Indicators (APIs) was discussed, and faculty members were reminded to keep all necessary records ready.

RESOLUTION :- After detailed discussion, it was resolved that the semester VI end examinations will be conducted from April 10, semester IV end examinations from April 20, & semester II internal examinations on April 28, 29, 30. The department will address complaints received through

PGRS with appropriate responses. Faculty members will ensure proper documentation for academic audit purposes, actively participate in MOOCs, & complete the preparation & submission of APLs within the stipulated time.

Name of the lecturers:-

1. Dr. B. Nagaraj

2. Dr. K. Anusha

3. K. Jaswanthi